

# **Roanoke County Land Development Procedures**

In order to maintain the character and integrity of neighborhoods, to promote excellence of development, to prevent undue traffic hazards, and to encourage the most harmonious development and use of land, a Development Plan with its accompanying Erosion and Sediment Control Plan is required for commercial and residential development and shall be submitted to Roanoke County's Development Review Coordinator.

These plans will be distributed to the appropriate County departments/divisions for review and approval. The design engineer or developer is responsible for separate submittals to the Western Virginia Water Authority, the Town of Vinton, the Virginia Department of Transportation and the Virginia Department of Health (when applicable) for their review and approval. When applicable, all of these entities must approve the development plans prior to the issuance of any permits for all types of developments as required by Section 30-90 Site Development Plans of the Roanoke County Zoning Ordinance and the Roanoke County Erosion and Sediment Control Ordinance. In cases where jurisdictional waters exist on the proposed site, the developer may need to obtain approval and/or permits from any or all of the following agencies: the Department of Environmental Quality, the Department of Conservation and Recreation, the Federal Emergency Management Agency and the Marine Resource Commission.

In order to make the Development Review Procedure more efficient for you, we have prepared this booklet to guide you through the process. We hope you will find it helpful.

## TABLE OF CONTENTS

### **The Development Plan Procedure**

A. Concept Plan Review	3
B. Concept Plan Meeting	4
C. Formal Plan Review	4
D. Plan Resubmittal	4
E. Review by the Western Virginia Water Authority (WVWA)	5
F. Review by Town of Vinton Public Works for plans in east Roanoke County (TOVPW)	5
G. Review by Town of Vinton Public Works for plans within Town of Vinton Limits	5
H. Review by the Virginia Department of Transportation (VDOT)	6
I. Review by the Roanoke County Health Department (VDOH)	6
J. Preliminary Plan Approval	6-7
K. Preconstruction Meeting	8
L. Preconstruction Meeting for Projects within Town of Vinton Limits	8
M. As-Built Plans	8
N. Further Information	8

### **Roanoke County Community Development Appendices:**

Development Application Form	9
Conceptual Meeting Checklist	10
Concept Plan Checklist	11
Review Submission Checklists	12
Cover Sheet Checklist	13
Development Plan Item Inclusion Checklist	14-15
Development Plan Review Checklist	16-20
Plat Checklist	21-22
Schedule of Fees for Plan and Plat Review	23

### **Western Virginia Water Authority (WVWA) Appendices:**

Plan Submittal Checklist	24
Water and Sewer Availability Application	25
Form for Sizing Water Service Lines and Meters	26
Preliminary Pretreatment Wastewater Survey Form	27-28
Schedule of Utility Fees	29

### **Roanoke County Fire & Rescue Appendix:**

Development Plan Checklist	30
Fire Hydrant Placement Policy (Supplemental Spring, 2006)	reserved
Apparatus Access Road Policy	reserved

<b><u>Plot Plan Requirements:</u></b> (Supplemental Spring, 2006)	reserved
---	----------

<b><u>Stormwater Quality Requirements:</u></b> (Supplemental Spring, 2006)	reserved
--	----------

## The Development Plan Procedure

Submitting development plans will allow all required reviewing entities to review and comment on the plan for general compliance with all applicable regulations and requirements. Zoning of the site will be checked to ensure that the proposed use is permitted in the district. The applicant will be advised of requirements relative to building setbacks, subdivisions, parking, screening and buffering of the site, Special Use Permits (SUP) required, flood plains, erosion and sediment control, stormwater management, availability of water and sewer services and any other requirements that may affect the development. Reviewing entities for Concept Plans or Full Plan Review must include, but is not limited to, Planning & Zoning, Fire and Rescue, Engineering, and the Western Virginia Water Authority (WVWA) or Town of Vinton Public Works Department (TOVPW), as applicable, the Virginia Department of Health (VDOH) and the Virginia Department of Transportation (VDOT). Roanoke County's Development Review Coordinator will prepare a review letter which will include all comments received from these entities with the exception of the Virginia Department of Transportation and the Virginia Department of Health.

Four (4) sets of plans and a Development Application should be mailed to:

Roanoke County Department of Community Development  
Development Review Coordinator  
PO Box 29800  
Roanoke, VA 24018

or delivered to  
Development Review Coordinator  
Roanoke County Administration Center  
5204 Bernard Drive  
Second Floor  
Roanoke, VA 24018

### **A. CONCEPT PLAN REVIEW**

A concept plan is **required** if the plan meets the appropriate qualifications (See page 10).

This review will allow all reviewing entities to comment on the plan for general compliance with all regulations and requirements before proceeding to the formal review. Roanoke County's Development Review Coordinator will prepare a concept review letter which will include all comments received from these entities. Roanoke County's review letter will be mailed and/or emailed to the owner/developer and the design engineer.

The following should be included in the submittal for a concept review:

- ☐ Completed Development Application (See page 9).
- ☐ Completed Concept Plan Checklist (See page 11).
- ☐ Four (4) sets of concept plans.
- ☐ If the site is to be served with public water and/or sewer, a map showing the services requested is required on Roanoke County topographic maps.
- ☐ Cover sheet shall list all proffers for site, if applicable.

Your careful completion of all development applications and checklists will expedite the process. A plan cannot be logged in for review without the development application due to the pertinent information it shows. For post initial reviews, a comments response letter is required before a plan will be logged in to note the revisions to the plan for the reviewers. This will help expedite the review of the plan. No application is due with subsequent review submittals.

B. CONCEPT PLAN MEETING

If after the concept review has been completed by staff, the owner/developer and/or design engineer desires to meet with the reviewing entities to discuss the concept plan, the Development Review Coordinator should be notified and a meeting will be scheduled.

C. FORMAL PLAN REVIEW

Development plans should be submitted to Roanoke County's Development Review Coordinator at the address noted above and will be distributed to Roanoke County's Engineering division, Planning & Zoning division and the Fire & Rescue Department. Please note that in addition to Roanoke County's review, the Virginia Department of Transportation (VDOT), the Western Virginia Water Authority WVWA or the Town of Vinton Public Works, and the Virginia Department of Health may also have to review the development plan. Plans for review by these entities must be submitted directly to them.

Comments from the WVWA and the Town of Vinton Public Works are forwarded to Roanoke County's Development Review Coordinator for inclusion in the County's review letter. Comments from VDOT and the Virginia Department of Health will come directly from them and will not be included in the County's review letter.

Section 30-90B of the Roanoke County Zoning Ordinance requires that plans be prepared by a certified Engineer, Architect or Land Surveyor who is registered with the Commonwealth of Virginia as noted in the Code of Virginia §15.2-2262.

Please use the checklists in the appendices of this booklet for help in preparation of the Development Plans and/or the Subdivision Plat. Checklists should be submitted with plans for review. Any appropriate plats must be an integral part of the development plan.

Each entity will respond in writing to the Development Review Coordinator. Contact names and phone numbers for the review staff will be shown in the review letter so that the design firm may contact the reviewer for specific questions. The owner/developer and the design firm will then be notified in writing by the Development Review Coordinator of all review comments.

A review meeting is required and will be scheduled with the date, time and location shown in the first review letter. This meeting will be with all reviewing entities, the design engineer, and the developer to allow the opportunity to discuss plans and comments with the plan review team. These meetings are held on Wednesdays in Room 215 or 217 of the Roanoke County Administration Building, second floor. Please contact the Development Review Coordinator for further details on scheduling meetings.

The development plan will either be approved or disapproved with comments in the following timeframes:

Concept Plan	One (1) week (6 working days)
Erosion & Sediment Control Plans:	One (1) week (6 working days)
Site Plan Submissions:	Two (2) weeks (10 working days)
Subdivision Plan submissions:	Three (3) weeks (15 working days)
Field Revisions	One (1) week (6 working days)
Revision to Approved Plans	One (1) week (6 working days) up to Two (2) weeks (10 working days) depending on revision

D. PLAN RESUBMITTAL

Each time the development plans are disapproved, the design firm must revise them and resubmit for review by the appropriate entities within 6 (six) months or the project will be considered null and void, the review process will cease and further review will require another initial submission of plans, plats and fees. The plan will be reviewed under the same timeframes as shown above. When resubmitting, please respond to all review comments in written form indicating where or how the comments were addressed to expedite the review of the plan. **A resubmittal will not be logged in for review without this comments response letter.**

E. REVIEW BY THE WESTERN VIRGINIA WATER AUTHORITY

The Western Virginia Water Authority (WVWA) must review and approve all development plans which will require water and/or sewer connections unless the plan is within the Town of Vinton service area. If the development is within the Town of Vinton service area, the TOVPW must review the plan.

Three (3) sets of development plans should be submitted to the following address:

Western Virginia Water Authority  
Engineering Services Division  
601 S. Jefferson Street, Suite 300  
Roanoke, VA 24014.  
(540) 853-5659

WVWA Construction Standards and other pertinent forms can be found at [www.westernvawater.org](http://www.westernvawater.org)

F. REVIEW BY THE TOWN OF VINTON PUBLIC WORKS DEPARTMENT FOR PLANS IN ROANOKE COUNTY, BUT EAST OF THE TOWN OF VINTON CORPORATE LIMITS

Development plans located in Roanoke County, but east of the Town of Vinton Corporate Limits must be reviewed by the Town of Vinton Public Works Department, as the Town of Vinton will supply the water and sewer lines that will serve the development. Plans will also be reviewed by the County's review team.

For these projects, please submit two (2) sets of development plans to

Town of Vinton Planning & Zoning  
311 South Pollard St  
Vinton, VA 24179  
Planning & Zoning (540) 983-0601  
Public Works (540) 983-0646

TOV Planning & Zoning is responsible for insuring that TOVPW receives one (1) set of plans for review and they will also have a set for their use. Roanoke County's Development Review Coordinator will respond in writing to the owner/developer and the design firm including the TOVPW comments.

G. TOWN OF VINTON CORPORATE LIMITS PLAN REVIEW

Development plans located within the Town of Vinton Corporate Limits must be reviewed by the Town of Vinton Planning and Zoning Department, the Vinton Public Works Department, and the County of Roanoke.

For these projects, please submit five (5) sets of development plans to

Town of Vinton Planning & Zoning  
311 South Pollard St  
Vinton, VA 24179  
Planning & Zoning (540) 983-0601  
Public Works (540) 983-0646

TOV Planning & Zoning is responsible for ensuring that Public Works receives one (1) set of plans for review, that Roanoke County will receive two (3) sets of plans (Engineering, Fire & Rescue, File), and they will have a set for their use. The Town of Vinton Planning & Zoning Department will respond in writing to the design firm which will include TOVPW comments, the County's Erosion and Sediment Control and Stormwater comments, Fire & Rescue comments and TOV comments.

**If you are unsure about where your plans should be submitted, please contact Roanoke County's Development Review Coordinator for assistance.**

H. REVIEW BY THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)

The Virginia Department of Transportation must review the development plans for all new subdivision streets and any new or existing entrances to a public highway. Their review letter will be sent separately from the County's review letter. VDOT must review and approve the plan and must issue either a temporary or permanent entrance permit if a project has an entrance onto a public highway, even if there is an existing entrance. Roanoke County will not approve a plan without one of these permits.

Plans should be mailed to the following address:

The Virginia Department of Transportation  
PO Box 3071  
Salem, VA 24153

or delivered to

714 South Broad Street  
Salem, VA 24153  
(540) 387-5488

VDOT Construction Standards can be found at [www.virginiadot.org/projects/ssr-rev.asp](http://www.virginiadot.org/projects/ssr-rev.asp)

I. REVIEW BY THE ROANOKE COUNTY HEALTH DEPARTMENT

The Roanoke County Health Department must review and approve the following:

1. All new subdivision developments which require the use of on-site septic systems and/or wells;
2. All new restaurants;
3. Restaurants which will be remodeled, are a change of use from a prior business, or are changing their place of business.

Plans should be submitted to the following address:

Roanoke County Health Department  
227 South Pollard Street  
Vinton, VA 24179  
(540) 857-7807  
[www.vdh.state.va.us](http://www.vdh.state.va.us)

J. PRELIMINARY PLAN APPROVAL

Once the County has completed its review and has preliminarily approved the site development plan for construction, a preliminary approval letter will be sent to the owner/developer and the design firm outlining all items that must be submitted at least two (2) working days prior to a preconstruction meeting being scheduled. This letter also states that all reviewing entities must approve the site plan before a preconstruction meeting can be held. A preconstruction meeting must be held with the County and the WVWA or Town of Vinton Public Works before any grading or construction can begin. This approval does not include the building review and approval. This review and approval is handled separately through the Building Commissioner's office.

The following actions must be taken prior to final plan approval and an E & S permit and/or a building permit being issued:

**Submissions:**

- ☐ Six (6) complete sets of plans for use as stamped approved sets for the preconstruction meeting must be submitted. These will be distributed as follows: two (2) to Roanoke County; two (2) to the Western Virginia Water Authority or Town of Vinton Public Works; and two (2) to the developer. If additional sets are required by the contractor, please submit the desired number of sets.
- ☐ A copy of the Department of Conservation and Recreation (DCR) general permit application, a copy of the application check, and a copy of the Stormwater Pollution Prevention Plan (SWPPP).
- ☐ A copy of any additional Department of Environmental Quality (DEQ), Army Corps of Engineer (USACOE) or Marine Resource Commission (MRC) permits.
- ☐ A VDOT approval letter.
- ☐ Either a temporary or a permanent highway entrance permit must be submitted for any work in the VDOT right-of-way or for entry onto the property.
- ☐ A Virginia Department of Health approval letter, if applicable.
- ☐ A WVWA approval letter, if applicable.
- ☐ A TOVPW approval letter, if applicable.
- ☐ Have the owner/developer sign the site plans (these can be signed at the preconstruction meeting if the owner/developer attends).
- ☐ Provide the name and a copy of the certificate for the Virginia Certified Responsible Land Disturber (RLD).
- ☐ Original plat with seals of all owners, trustees, and surveyors, if applicable.
- ☐ All recorded off-site easements.

**Fees/Sureties/Agreements:**

- ☐ Erosion and Sediment Control Permit fees.
- ☐ Review fee.
- ☐ Street sign fee, if applicable.
- ☐ The surety for the Site Agreement for public improvements.
- ☐ A Site Agreement must be signed and submitted.
- ☐ The surety for the Erosion & Sediment Control Agreement to guarantee the erosion control measures shown on the plan will be installed.
- ☐ An Erosion and Sediment Control Agreement must be signed and submitted.
- ☐ A Stormwater Management Agreement with attached plat must be signed and submitted.

F. PRECONSTRUCTION MEETING

Once all items above are submitted to the Development Review Coordinator, the developer must contact the Development Review Coordinator to indicate that a preconstruction meeting needs to be scheduled. The preconstruction meeting will be scheduled with the owner/developer two (2) working days later, if possible. It is the responsibility of the owner/developer to notify his responsible land disturber and his utility contractor to attend the meeting with him.

The Development Review Coordinator will coordinate the meeting with the County review engineer, the County inspector, and the WVWA or the Town of Vinton Public Works.

The project engineer will inform the owner/developer verbally and in writing of the County's obligation to perform inspections on site. Everyone in the meeting will be required to sign the pre-construction checklist indicating their knowledge of the obligation to perform inspections on site.

The Erosion Control Permit is given to the developer at this meeting.

The developer MUST contact the project inspector 24 hours before beginning any grading or construction on the property.

The project inspector will visit the site within 48 hours of the developer's call to ensure that all necessary erosion and sediment control measures are properly installed according to the approved plan.

H. PRECONSTRUCTION MEETING FOR PROJECTS WITHIN THE TOWN OF VINTON

Preconstruction meetings for projects within the Town of Vinton Corporate Limits will be coordinated by the Town of Vinton Planning & Zoning Department. These meetings will be held in the conference room of the Town of Vinton Municipal Building located at 311 South Pollard Street, Vinton.

L. AS-BUILT PLANS

As-built plans showing water and sewer as-builts must be submitted to and approved by the WVWA prior to the issuance of the Certificate of Substantial Completion. As-builts showing the stormwater system and the stormwater pond/facility must be submitted to Roanoke County and approved prior to sureties being released.

M. FURTHER INFORMATION

If you should find that you need further information about any of the topics discussed herein, please do not hesitate to contact our office:

Development Review Coordinator  
Phone: (540) 772-2190 or 772-2065 ext. 246  
Fax: (540) 772-2108  
or  
dsowder@roanokecountyva.gov



# DEVELOPMENT APPLICATION

(Please Type or Print)

DATE: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOURCE OF REVIEW NOTIFICATION (CIRCLE)      MAIL - FAX - INTERNET

---

---

## SITE INFORMATION

PROPERTY ADDRESS: \_\_\_\_\_

DEVELOPMENT NAME: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

DEVELOPED AREA: \_\_\_\_\_ GRADED AREA: \_\_\_\_\_

TAX MAP #: \_\_\_\_\_ MAGISTERIAL DISTRICT: \_\_\_\_\_

ZONING: \_\_\_\_\_ TOTAL UNITS: \_\_\_\_\_ TOTAL LOTS: \_\_\_\_\_

REQUESTED SERVICE: (CIRCLE)

WATER FACILITIES: (COUNTY - CITY - TOWN OF VINTON - PRIVATE - WELL - OTHER)

SEWER FACILITIES: (COUNTY - CITY - TOWN OF VINTON - PRIVATE - OTHER )

IS BUILDING TO BE SPRINKLERED? \_\_\_\_\_ FLOW REQUIRED: \_\_\_\_\_ GPM

---

---

It is understood that submission of inaccurate or incomplete information may delay final approval of the comprehensive development plans.

I do hereby certify that I fully understand the provisions of the Erosion and Sediment Control Ordinance and program, and the above-referenced project as approved. I further grant the right-of-entry to this project, as described above, to the designated personnel for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

---

SIGNATURE OF APPLICANT

## **ROANOKE COUNTY CONCEPTUAL MEETING CHECKLIST**

If your proposed development meets any of the following criteria, a conceptual meeting with reviewing staff is required:

- \_\_\_\_\_ Any project with a water line or sewer line extension of more than 300'
- \_\_\_\_\_ Any project requiring the construction of a bridge
- \_\_\_\_\_ Any project with a watercourse crossing the property
- \_\_\_\_\_ Any project with a stream crossing or work in a watercourse subject to DEQ, FEMA or VMRC regulations
- \_\_\_\_\_ Any project requiring a traffic study as identified by VDOT or the Roanoke County Traffic Engineer
- \_\_\_\_\_ Any project located in a designated shrink swell soil area as identified by the Building Commissioner
- \_\_\_\_\_ Any project with 25% or greater slopes in the area of land disturbance
- \_\_\_\_\_ Any project with zoning conditions
- \_\_\_\_\_ Any project requiring a 2232 review by the Planning Commission
- \_\_\_\_\_ Any project that has been granted a rezoning for the development (to verify proffers)
- \_\_\_\_\_ Any project at the discretion of the Development Review Coordinator

## **ROANOKE COUNTY CONCEPT PLAN CHECKLIST**

- \_\_\_\_\_ If development is to be phased, a concept plan is required showing entire development.
- \_\_\_\_\_ Development name and use.
- \_\_\_\_\_ Owner's name, address and telephone number.
- \_\_\_\_\_ Date, scale of plat and north point of map.
- \_\_\_\_\_ Topography map with a suitable scale and contour interval.
- \_\_\_\_\_ All natural watercourses.
- \_\_\_\_\_ All property lines.
- \_\_\_\_\_ Locations, names of adjoining property owners and/or properties, and Roanoke County tax map numbers on parcels adjacent to project.
- \_\_\_\_\_ The zoning and land use of all adjacent properties.
- \_\_\_\_\_ All parking and loading spaces.
- \_\_\_\_\_ Sidewalks, alleys and any easements.
- \_\_\_\_\_ Any driveways, entrances/exits, curb openings and crossovers.
- \_\_\_\_\_ The locations, widths and names of all existing or platted streets or other public ways within or adjacent to the development.
- \_\_\_\_\_ Approximate street grades and sight distances at all intersections.
- \_\_\_\_\_ All buildings.
- \_\_\_\_\_ Is building to be sprinkled?
- \_\_\_\_\_ A copy of Western Virginia Water Authority (WVWA) water and sewer maps (if required).
- \_\_\_\_\_ Please submit any proffer conditions at the site and show how they are addressed.
- \_\_\_\_\_ Address stormwater management; provide location and HEC-2 or HEC-RAS Analysis if in floodplain.
- \_\_\_\_\_ Has the Virginia Department of Transportation (VDOT) been provided with plans?
- \_\_\_\_\_ Has the Western Virginia Water Authority (WVWA) been provided with plans? Refer to their checklist.
- \_\_\_\_\_ Has the Town of Vinton been provided with plans?
- \_\_\_\_\_ Has the Health Department been provided with plans?
- \_\_\_\_\_ Has the Department of Environmental Quality been contacted for potential stream or wetland impact?

I certify that all items required in the checklist above are complete and submitted.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## **ROANOKE COUNTY REVIEW SUBMISSION CHECKLIST**

If applicable, the following must be submitted for review:

- \_\_\_\_\_ Four (4) complete sets of development plans to Roanoke County Community Development.
- \_\_\_\_\_ Three (3) complete sets of development plans to the Western Virginia Water Authority.
- \_\_\_\_\_ Two (2) sets of development plans to the Town of Vinton.
- \_\_\_\_\_ Two (2) sets of development plans to VDOT and one set (1) of calculations.
- \_\_\_\_\_ All plan sets shall include a copy of the plat (if one is required for the development).
- \_\_\_\_\_ Two (2) sets of the complete drainage calculations.
- \_\_\_\_\_ Erosion Control Narrative directly on development plans.
- \_\_\_\_\_ One (1) copy of the Development Plan Checklist.
- \_\_\_\_\_ One (1) copy of the Plat Checklist.
- \_\_\_\_\_ Landscape Plan.
- \_\_\_\_\_ Photometric Plan.
- \_\_\_\_\_ In addition, three (3) complete sets of building plans (Certified by Architect or Engineer) including a one page site plan should be submitted to the Building Commissioner at the same address as the development plans, but not bound with the development plans.

I certify that all items required in the checklist above are complete.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## **ROANOKE COUNTY COVER SHEET CHECKLIST**

- \_\_\_\_\_ The Roanoke County cover sheet is required in all sets of plans.
- \_\_\_\_\_ Name of development.
- \_\_\_\_\_ Owner/developer's name and address.
- \_\_\_\_\_ Signature of owner/developer.
- \_\_\_\_\_ Name and address of Engineer, Architect or Surveyor preparing the plans.
- \_\_\_\_\_ Professional seal(s).
- \_\_\_\_\_ Complete GIS tax map number(s) of the development.
- \_\_\_\_\_ Vicinity map.
- \_\_\_\_\_ Date, scale and number of streets.
- \_\_\_\_\_ Magisterial district.
- \_\_\_\_\_ Quantity and cost for all public improvements.
- \_\_\_\_\_ List all proffer conditions.
- \_\_\_\_\_ Use of property in development.

I certify that all items required in the checklist above are complete.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## **DEVELOPMENT PLAN ITEM INCLUSION CHECKLIST**

- \_\_\_\_\_ All property lines including distances and bearings.
- \_\_\_\_\_ All adjacent property owners with Roanoke County Tax Map Numbers.
- \_\_\_\_\_ Zoning designation and current land use of all adjacent properties. (For additional requirements concerning Planning and Zoning, see Roanoke County Zoning Ordinance, Sections 30-32 through 30-76 through 30-90-4.
- \_\_\_\_\_ Building(s) should be located on plans with distances from property lines shown. Lot and building coverage should also be provided. Show zoning tabulation table on plan.
- \_\_\_\_\_ All building setback lines from street right-of-ways shown. (See Roanoke County Zoning Ordinance). Show zoning tabulation table on plan.
- \_\_\_\_\_ Existing and proposed topography with a maximum of two-foot contour intervals within one hundred feet of all buildings and a maximum of ten-foot intervals on the remainder of the development.
- \_\_\_\_\_ Floodway, Floodplain and elevation of 100-year flood plain if the site is adjacent to a natural watercourse which drains an upstream drainage area of greater than 100 acres, or if the site is in a FEMA-designated flood hazard zone. (See Roanoke County Zoning Ordinance).
- \_\_\_\_\_ Landscape and buffering plan\*, including plant schedule detailing plant types, original and ultimate heights of plantings, and quality and spacing of vegetation. (\*=If required by Section 30-92 of the County Zoning Ordinance). Show bonding as per Schedule
- \_\_\_\_\_ In compliance with Chapter 8 of the Roanoke County Code, an Erosion Control Plan along with an Erosion Control Narrative must be submitted. The submittal must include Roanoke County's Erosion Detail Sheet along with cost estimates for all erosion control measures.
- \_\_\_\_\_ The 19 state minimum standards must be listed on the plan and a description of how they will be met must be included. If not applicable, state N/A.
- \_\_\_\_\_ Cost estimates must be submitted for any public physical improvements, including required landscaping and all erosion control measures.
- \_\_\_\_\_ A detailed Stormwater Management Plan designed by a professional engineer in accordance with the County of Roanoke drainage standards (Chapter 8 of the Roanoke County Code) must be submitted along with all calculations for adequacy of all existing and proposed stormwater management systems.
- \_\_\_\_\_ Delineate on the site plan(s) and submit plat(s) showing a metes and bounds description detailing all areas around stormwater detention facility as a Stormwater Detention Easement. This plat will be recorded with the maintenance agreements for the stormwater detention facility.
- \_\_\_\_\_ Roanoke County requires the private maintenance of all detention/retention ponds, which may be required by the Roanoke County Drainage Standards. These maintenance agreements will be provided to the developer with the review of the development plans.
- \_\_\_\_\_ All on and off-site drainage and utility easements must be shown and, if necessary, submitted for public acceptance.
- \_\_\_\_\_ Section 29-5.4 of the Roanoke County Subdivision Ordinance requires that all lots created must have an approved septic system if the lots do not connect to public sanitary sewer. A soil study must be prepared by a consulting engineer or soil scientist and submitted to the State of Virginia/Roanoke County Health Department for review.

- \_\_\_\_\_ All inert waste (septic) areas must be shown, and they must meet all State standards.
- \_\_\_\_\_ Three complete and sealed sets of building plans (if required).
- \_\_\_\_\_ Fire prevention: show the location of all existing and proposed fire lanes and hydrants.
- \_\_\_\_\_ Parking areas should be shown with specific dimensions for all parking, loading and handicap spaces as well as travel lanes. (See Roanoke County Street and Off-Street Parking – Design Standard and Specification, Roanoke County Zoning Ordinance Section 30-91/Off-Street Parking, Stacking and Loading).
- \_\_\_\_\_ Show all sidewalks, alleys and any easements.
- \_\_\_\_\_ Show all driveways, entrances/exits, curb openings and crossovers, sight distances at access points must be provided.
- \_\_\_\_\_ Show the lighting plan, including pole heights and fixture types. (Refer to Roanoke County Zoning Ordinance, Section 30-94).
- \_\_\_\_\_ Show courses and distances of centerlines of all streets or roads adjoining the proposed development.
- \_\_\_\_\_ All new public streets should be designed to Roanoke County Public Street Standards. (See Roanoke County Street and Off-street Parking Standards).
- \_\_\_\_\_ If any signs are to be erected, the location must be shown on the development plan and a sign permit obtained for each. (See Section 30-93 of the Roanoke County Zoning Ordinance).
- \_\_\_\_\_ Show dumpster location including screening. (Section 30-92.6(F))

**ROANOKE COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT  
DETAILED DEVELOPMENT REVIEW CHECKLIST**

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

DATE: \_\_\_\_\_

**GENERAL:**

\_\_\_\_\_ Vicinity Map showing the location of the site and the surrounding area must be shown.

\_\_\_\_\_ North Arrow must be shown.

\_\_\_\_\_ Roanoke County Cover Sheet is required.

\_\_\_\_\_ Check Bonding Amounts. All public improvements must be included in the site bond.

\_\_\_\_\_ Show all physical improvements such as buildings, parking lots, access roads, utility construction, etc.

\_\_\_\_\_ SWPPP Permit must be obtained for any disturbed areas of more than one (1) acre.

\_\_\_\_\_ Are any DEQ or Army Corps of Engineers jurisdictional waters present? If so, plan must be submitted to the respective agency for review and approval.

**STREETS:** Refer to Roanoke County's Public Street and Parking Design Standards and Specifications and VDOT specifications.

\_\_\_\_\_ Miscellaneous Construction Standards. (Section 203.00)

\_\_\_\_\_ VDOT approval required (temporary and/or permanent). (Section 203.01)

\_\_\_\_\_ Street categories on the plans. (Section 200.09)

\_\_\_\_\_ Pavement surface shown as asphalt. (Section 200.04)

\_\_\_\_\_ Subdivisions creating > 1500 vpd, additional entrances are required. (Section 200.11)

\_\_\_\_\_ Reverse frontage shown for streets which are classified as primary/arterial and/or carry in excess of 5,500 vpd as determined by the director. (Section 200.05 and 200.06)

\_\_\_\_\_ Street connections are aligned opposite of each other or separated a minimum of 200 ft. (Section 200.12)

\_\_\_\_\_ ROW is extended to boundary where applicable. (Section 200.02)

\_\_\_\_\_ Curb and gutter shown for all development except for property zoned AG-3 or AG-1. (Section 200.07)



**DRAINAGE:** Refer to Roanoke County Department of Community Development's Drainage Standards, latest edition.

\_\_\_\_\_ VDOT approval.

\_\_\_\_\_ Correct peak discharge method used. Drainage maps are submitted outline Tc path, land uses on and off-site. Appropriate run-off coefficients are used. (Section 503.00)

\_\_\_\_\_ Minimum 15" dia. Culvert shown. (Section 504.01, Para. B, 1)

\_\_\_\_\_ All culverts in drainage easements and storm sewers are concrete with appropriate headwall (>36") or end section (<= 36"). (Section 504.01, Para. D and Section 504.04, Para. B, 1 and 2)

\_\_\_\_\_ Plan and profiles are shown along with storm sewer and hydraulic calculations. (Section 504.03, Para. D)

\_\_\_\_\_ Sites which drain in excess of 100 acres, a flood study is submitted and/or is a FEMA studied area, and the minimum finished floors are shown on the plans and plat. Elevation certificate notification on the plans and plat. For flood studies, the engineer should assume off-site developed. Residential buildings minimum 2.0 ft. above base flood elevation and commercial buildings 1.0 ft. above BFE. (Refer to Roanoke County Zoning Ordinance, latest edition, Section 30.74)

\_\_\_\_\_ Inlets draining less than 100 acres, an easement is shown for the 100 yr. ponding elevation on the plans and plat. (Section 504.01, Para. C, d)

\_\_\_\_\_ Correct easement widths are shown on the plat. (Section 504.01, Para. E, 5, Section 504.02, Para C, 5, and Section 504.03, Para. D, 5)

\_\_\_\_\_ Liners, inlet and outlet protection shown on the plans IAW calculations (0 to 4 fps, grass liner, 4 to 7 fps EC-1, Type A, 7 to 18 fps, calculations determining the minimum liner and stone size required, 18 fps and greater energy dissipater). (Section 504.04, Para. C)

**STORMWATER MANAGEMENT:** Refer to Roanoke County Department of Community Development's Drainage Standards (DS), latest edition and the Department of Community Development's Design, Construction, and Maintenance Standards Requirement for acceptance of Stormwater Management Facilities in Single-Family Subdivisions (ORD).

\_\_\_\_\_ Drainage map submitted with existing land uses identified for on and off-site, Tc shown for pre and post development, and existing land uses correctly identified. (Undeveloped c = 0.35 grass and c = 0.30 for woods.) (DS, Section 503.00)

\_\_\_\_\_ Access easements, min. 15 ft. width for slopes 0 to 8%, min. 20 ft. width for 8 to 18%, > 18% slope, min. width of 25 ft. (ORD, Para. IV, A)

\_\_\_\_\_ Access roads are paved (Cat I, pavement design) with an approved VDOT entrance. Min. 12 ft. wide. (ORD, Para. IV, B)

\_\_\_\_\_ Routing shown for 10/2 and 25/10 submitted. (DS, Section 503.03, Para. B)

\_\_\_\_\_ Emergency spillway designed to pass the 100 year storm with 1.0 ft. of freeboard. (DS, Section 503.03, Para. B)

\_\_\_\_\_ Easement shown to encompass high water mark and/or 15 ft. outside toe of embankment. Fencing is required if the pond is over 4.0 ft. deep, takes four hours to drain or the interior slopes are steeper than 3 to 1. (DS, Section 505.02, Para. A, 6 and ORD, Para. III)

\_\_\_\_\_ Compaction and testing requirements shown. (ORD, Para. III)

\_\_\_\_\_ Check bonding amounts. (ORD, Para. V)

EROSION AND SEDIMENT CONTROL: Refer to Virginia's Erosion and Sediment Control Handbook, latest edition, and Roanoke County Erosion and Sediment Control Ordinance Chapter 8.1

\_\_\_\_\_ An ESC plan is required if the disturbance is greater than 5,000 sf, if not an agreement in lieu of a plan may be required. (Ch 8.1-6 RCESC)

An Erosion and Sediment Control Narrative is included and contains the following items (Ch. 6 VESCH):

\_\_\_\_\_ Project description: Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.

\_\_\_\_\_ Existing site conditions: A description of the existing topography vegetation and drainage.

\_\_\_\_\_ Adjacent areas: A description of the neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

\_\_\_\_\_ Off-site areas: Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.). Will any other areas be disturbed?

\_\_\_\_\_ Soils: A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.

\_\_\_\_\_ Critical areas: A description of the areas on the site which have potentially serious erosion problems (e.g. steep slopes, channels, wet weather/underground springs, etc.)

\_\_\_\_\_ Erosion and sediment control measures: A description of the methods which will be used to control erosion and sedimentation on the site (Must meet Chapter 3 VESCH).

\_\_\_\_\_ Permanent stabilization: A brief description, including specifications, of how the site will be stabilized after construction is completed.

\_\_\_\_\_ Stormwater runoff considerations: Will the development site cause an increase in peak runoff rates? Will the increase runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.

\_\_\_\_\_ Calculations: Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.

\_\_\_\_\_ Note to be included in ESC Plan:

The location of all off-site fill or borrow areas associated with the construction project will be provided to Roanoke County Department of Community Development. An Erosion Control Plan or measures may be required for this area.

The following Minimum Standards must be met (VESCH Ch 8):

\_\_\_\_\_ MS-1: Temporary and permanent stabilization of denuded areas (Permanent within 7 days for areas at final grade, Temporary for areas not to final for 30 days).

- a) Are practices shown on the plan?
- b) Are the limits of clearing and grading shown on the plan?
- c) Seed Specifications?

\_\_\_\_\_ MS-2: Protection or stabilization of on-site and off-site stockpiles and borrow areas.

\_\_\_\_\_ MS-3: Permanent Stabilization of denuded areas not otherwise stabilized.

\_\_\_\_\_ MS-4: Install E&S Measures as first step in land-disturbing activity.

\_\_\_\_\_ MS-5: Earthen controls and structures stabilized immediately upon installation.

\_\_\_\_\_ MS-6: Sediment Traps (less than 3 acres drainage) and basins (greater than 3 acres of drainage).

- a) Are traps/basins properly sized?
- b) Are the details shown on the plans?
- c) Are the calculations included in the narrative or plan?

\_\_\_\_\_ MS-7: Design and construction of cut and fill slopes to minimize erosion.

\_\_\_\_\_ MS-8: Concentrated flow down cut and fill must be in adequate channel, flume, or slope drain.

\_\_\_\_\_ MS-9: Slopes protected from seepage.

\_\_\_\_\_ MS-10: Storm sewer inlets must have adequate inlet protection.

\_\_\_\_\_ MS-11: Outlet protection and channel lining is required prior to operation storm sewer system.

\_\_\_\_\_ MS-12: Minimize impacts when working in and around live watercourse.

- a) DEQ and/or Army Corps of Engineers permits may be required.

\_\_\_\_\_ MS-13: Temporary vehicular stream crossings for more than 2 trips in 6 months.

\_\_\_\_\_ MS-14: Other federal, state and local regulations must be met when working in live watercourses.

\_\_\_\_\_ MS-15: The bed and banks of disturbed watercourses must be stabilized immediately.

\_\_\_\_\_ MS-16: Utility installations.

- a) No more than 500 feet of open trench at any one time.
- b) Excavated material shall be placed on uphill side of trench.
- c) Effluent of dewatering system must be filtered.
- d) Proper backfill and compaction.
- e) Re-stabilize immediately.

\_\_\_\_\_ MS-17: Keep paved or public areas clean (Construction Entrances)

\_\_\_\_\_ MS-18: Temporary measures should be removed with 30 when no longer needed.

- a) Schedule for maintenance

\_\_\_\_\_ MS-19: Address increases in stormwater volume, velocity, and peak runoff.

- a) Are offsite, contributing areas accounted for?
- b) Are offsite, receiving areas and channels described and adequate
- c) Are calculations included in the narrative or plan and adequate?

\_\_\_\_\_ The limits of clearing and grading must be shown.

\_\_\_\_\_ Existing and proposed contours must be shown.

\_\_\_\_\_ Existing vegetation (trees, grassed areas, or unique vegetation) must be shown.

\_\_\_\_\_ Location of all erosion control practices.

- \_\_\_\_\_ The ESC plan should cover all phases of construction. (Ch 8, ESC Plan)
- \_\_\_\_\_ Current ESC detail sheet is included with appropriate bond amounts. (Refer to Roanoke County ESC Ordinance)
- \_\_\_\_\_ A maintenance schedule for the erosion controls measures must be set forth.

CONSTRUCTION/FIELD CHANGES:

Add the following notes to the plan:

- \_\_\_\_\_ None without approval of the Consulting Engineer and Roanoke County.
- \_\_\_\_\_ Any new alignments, change in grades, alternative pipe sizes or manholes will require a new set of plans stamped by the Consulting Engineer. County engineers will review plans within one day of submittal. Plan sheets can be 8.5 x 11 if the information is legible.

## **ROANOKE COUNTY PLAT CHECKLIST**

- \_\_\_\_\_ Subdivision name.
- \_\_\_\_\_ Name of the subdivider.
- \_\_\_\_\_ Name of the surveyor or engineer.
- \_\_\_\_\_ Surveyor's professional seal signed with a permanent marker.
- \_\_\_\_\_ All owners, trustees, and beneficiaries must sign the plat with a permanent marker; signatures must be acknowledged by a notary public.
- \_\_\_\_\_ If the plat is drawn from record or from a current field survey.
- \_\_\_\_\_ State plane coordinates strongly suggested.
- \_\_\_\_\_ Original tax map numbers and tax map numbers assigned to new lots as shown on printout from review.
- \_\_\_\_\_ All monuments and iron pins.
- \_\_\_\_\_ Deed references.
- \_\_\_\_\_ Date of the plat.
- \_\_\_\_\_ Magisterial district.
- \_\_\_\_\_ A legend.
- \_\_\_\_\_ The scale.
- \_\_\_\_\_ Boundary coordinates.
- \_\_\_\_\_ Bearings and distances of all boundaries.
- \_\_\_\_\_ Labeled lots.
- \_\_\_\_\_ Acreage or area of all new tracts, including common open space, park, or public lands, and the remaining tract.
- \_\_\_\_\_ All adjacent property owners, deed book and page references, lots, blocks, section numbers and the county's tax map numbers.
- \_\_\_\_\_ Identification of graves, objects, or structures marking a place of human burial.
- \_\_\_\_\_ A vicinity map with a north arrow.
- \_\_\_\_\_ A north arrow that references either true or magnetic meridian.
- \_\_\_\_\_ All existing building structures showing setbacks to nearest property line.
- \_\_\_\_\_ Show and name all natural watercourses.
- \_\_\_\_\_ Note the following on the plat: "This property is/is not located in a special flood hazard area designated as Zone 'X.' This determination is based on the current FEMA flood insurance rate maps and has/has not been verified by actual field elevations."
- \_\_\_\_\_ Show FEMA Map Number or Community Panel Number and FEMA flood hazard zone.
- \_\_\_\_\_ Topography map on a suitable scale and contour intervals when required by the agent.
- \_\_\_\_\_ Show a signature and date blank for the agent, Roanoke County Planning Commission.
- \_\_\_\_\_ Where applicable, the surveyor must determine whether the natural watercourse(s) adjacent to or on this site drains an upstream area of greater than 100 acres. If so, the surveyor must show the elevation of the 100-year floodplain on each lot and add the following note to the plat: "The watercourse crossing this property drains an upstream area of greater than 100 acres. A detailed flood study must be made and an elevation certificate may be required before any building permits can be issued on this property."
- \_\_\_\_\_ Show the statement of consent to subdivisions from the State Code of Virginia, 1950 (as amended), and the county subdivision ordinance reference.
- \_\_\_\_\_ Note the following on the plat: "Approval hereof by the Roanoke County Subdivision Agent is for the purposes of ensuring compliance with the Roanoke County Subdivision Ordinance. Private matters, such as compliance with restrictive covenants or other title requirements, applicable to the properties shown hereon, are not reviewed or approved with regard to this subdivision or resubdivision."
- \_\_\_\_\_ The general locations of existing drain fields and reserve areas (if applicable), but not proposed drain fields.
- \_\_\_\_\_ A note stating the type of septic system being used (i.e., conventional, nonconventional).
- \_\_\_\_\_ A note stating "All lots shown on this subdivision plat have been evaluated by the personnel of the Virginia Department of Health and/or an authorized on-site soil evaluator and have met the criteria as set forth in the Commonwealth of Virginia Sewage Handling and Disposal Regulations entitled 32.1 Code of Virginia, as amended to date, and each lot or parcel is eligible for a septic permit."
- \_\_\_\_\_ Any nonpublic means of water service.
- \_\_\_\_\_ Any existing or proposed public utility or other easements and a dedication statement.

- \_\_\_\_\_ Any existing or proposed private utility or other easements and a statement describing which easements serve which lots. If any water meters and/or sewer lateral connections were set at old property lines, then private easements may be required to provide service to the newly configured lots.
- \_\_\_\_\_ Other important features such as railroad rights-of-way, lakes, greenways, etc.
- \_\_\_\_\_ Access easements from the public right-of-way to the created tract(s).
- \_\_\_\_\_ All parcels of land designated, or reasonably expected to be required, for future street widening shall be dedicated.
- \_\_\_\_\_ A dedication statement for street rights-of-way that will be accepted by VDOT or the Town of Vinton.
- \_\_\_\_\_ For private access easements, show the following note on each sheet of the plat: "The road serving this lot is private and its maintenance, including snow removal, is not a public responsibility. It shall not be eligible for acceptance into the state secondary system for maintenance until such time as it is constructed and otherwise complies with all requirements of the Virginia Department of Transportation for the addition of subdivision streets current at the time of such request. Any costs required to cause this street to become eligible for addition into the state system shall be provided with funds other than those administered by the Virginia Department of Transportation."
- \_\_\_\_\_ The names and VDOT route numbers for all existing, platted, and proposed streets.
- \_\_\_\_\_ Width of existing, platted, and proposed streets indicating a prescriptive easement if one exists.
- \_\_\_\_\_ If applicable, a note stating that "Tax map number \_\_\_\_\_ is to be added and combined with tax map number \_\_\_\_\_ and is not \_\_\_\_\_ to be used as a separate building lot."
- \_\_\_\_\_ Plats showing boundary and ALTA/ACSM plats may show the following note on the plat and will not require the signature of the agent: "This survey does not constitute a subdivision under the current Roanoke County Subdivision and/or Zoning Ordinance."
- \_\_\_\_\_ If a proposed subdivision is using the Family Exemption provision, in addition to the above requirements, the requirements shown in Table 2 must also be included.
- \_\_\_\_\_ A note stating "Approval of this subdivision is subject to the condition that the parcel subdivided can only be conveyed to a member of the immediate family as set forth in Roanoke County's Subdivision Ordinance, as amended, and the Code of Virginia, as amended. Conveyance to any other person or entity voids approval. This restriction does not apply to subsequent reconveyance."
- \_\_\_\_\_ Affidavits that are available in the Development Review office stating that the family subdivision is for the passing of real property interests from one family member to another, rather than for the purpose of short-term investment.
- \_\_\_\_\_ A copy of the proposed deed(s) from one family member to the other.
- \_\_\_\_\_ A description of the family relationship in the consent statement or the following shown and notarized on the plat: "I, \_\_\_\_\_, do hereby certify that \_\_\_\_\_ is my legal \_\_\_\_\_. New tract \_\_\_\_\_ is being conveyed to \_\_\_\_\_."

***Schedule of Fees  
Plan and Plat Review***

<b><i>Department</i></b>	<b><i>Description</i></b>	<b><i>Fee</i></b>
Development	Small Subdivision Review (Less than 5 lots or parcels)	\$25.00
Development	Large Subdivision Review	\$ 220.00 + \$45.00/lot or parcel
Development	Vacation of Plat and Easements	\$150.00 + \$366 advertising fee
Development	Subdivision Waiver or Variance	\$190.00
Development	Erosion Plan Review	\$100.00+ \$100.00/acre or portion thereof
Development	Site Plan Review	\$685.00 + \$40.00/acre
Planning and Zoning	Variance	\$190.00
Planning and Zoning	Administrative Appeal	\$275.00
Planning and Zoning	Land Use Plan Amendment	\$710.00
Planning and Zoning	Special Use B Landfill Special Use B Other	\$1,875.00 \$40.00
Planning and Zoning	Rezoning: Agricultural/Single Family Residence	\$415.00 + \$20.00/acre or portion thereof
Planning and Zoning	Rezoning: Multi-Family	\$860.00 + \$25.00/acre or portion thereof
Planning and Zoning	Rezoning: Industrial	\$840.00 + \$30.00/acre or portion thereof
Planning and Zoning	Rezoning: Commercial	\$945.00 + \$32.00/acre or portion thereof

*Fees effective as of July 1, 1990*

## WESTERN VIRGINIA WATER AUTHORITY - PLAN SUBMITTAL CHECKLIST

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_ Design Engineer: \_\_\_\_\_

1. \_\_\_\_\_ Obtain an Availability Letter. An Availability Letter Application can be found at [www.wvwawater.org](http://www.wvwawater.org) under Developers/Engineers, Water/Sewer Availability Application.
2. \_\_\_\_\_ All non-residential sanitary sewer connections shall submit a Significant Discharge Application. This application can be found at the above website under Developers/Engineers, Significant Discharge Application.
3. \_\_\_\_\_ Submit three sets of plans to the Authority Engineering Services office located at 601 South Jefferson Street, Suite 300 Roanoke, VA 24014. c/o Roger Blankenship for all Roanoke County projects, and c/o Jamie Morris for all City of Roanoke projects. The Authority will only review plans for public water and sewer related issues, all comments will be channeled to the appropriate jurisdiction. **All plan reviews will be scheduled and coordinated by Roanoke County, or the City of Roanoke.**
4. \_\_\_\_\_ Submit calculations for water and sewer systems as required by the Authority's Design and Construction Standards, available through the above referenced website.
5. \_\_\_\_\_ Roanoke County projects shall include the most recent cover sheet located on the Roanoke County website at [www.roanokecountyva.gov](http://www.roanokecountyva.gov), under Community Development, Forms and Publications, Cover Sheet.
6. \_\_\_\_\_ Provide a table of sewer lateral elevations at the service clean-outs located at the public/private interface, and minimum sewer elevations at each proposed building.
7. \_\_\_\_\_ Submit plan and profile sheets for all proposed public water and sewer.
8. \_\_\_\_\_ Include all relevant WVWA standard details. Details are located on the Authority's website under developers/engineers.
9. \_\_\_\_\_ Show and label all adjoining and adjacent property lines.
10. \_\_\_\_\_ Show and label all adjoining and adjacent R.O.W. lines.
11. \_\_\_\_\_ Show and label all proposed and existing easements.
12. \_\_\_\_\_ Show and label all adjoining property owners including addresses (if developed) or tax map numbers (if undeveloped).
13. \_\_\_\_\_ Label all streets shown on drawings.
14. \_\_\_\_\_ Show and label all surveying benchmarks and monuments.
15. \_\_\_\_\_ Show water meter locations and sizes.
16. \_\_\_\_\_ Show all sewer service clean out locations.
17. \_\_\_\_\_ Show and label information regarding water line appurtenances, wet taps, tees, bends, etc...
18. \_\_\_\_\_ Label diameter of all water and sewer lines, existing and proposed.
19. \_\_\_\_\_ Label all sewer manhole covers as standard or bolt-down.
20. \_\_\_\_\_ If a sewer sampling structure is required, ensure that flow passes through the structure in a straight vertical and horizontal alignment.
21. \_\_\_\_\_ Label deflection angles on sewer lines at manholes.
22. \_\_\_\_\_ Show all miscellaneous requirements for utility lines, e.g. slope anchors, thrust collars, encasements, etc...
23. \_\_\_\_\_ Show and label all utility crossings.
24. \_\_\_\_\_ Show and describe the proposed process for abandonment of existing water and sewer lines.
25. \_\_\_\_\_ On profile, label all water line appurtenances including fire hydrants, air release valves, bends, fittings, restraints, etc., with stationing.
26. \_\_\_\_\_ Show on profile, material of all proposed Water and Sewer lines.
27. \_\_\_\_\_ Submit completed checklist.

**NO DEVELOPMENT PLANS WILL BE APPROVED BY THE AUTHORITY UNTIL ALL ITEMS ON THIS CHECKLIST HAVE BEEN COMPLETED OR WAIVED BY THE AUTHORITY.**



# Western Virginia Water Authority Water/Sewer Availability Application

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Property Address: \_\_\_\_\_

City or County: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_

Development (Subdivision) Name: \_\_\_\_\_

Single Residential, Duplex, Multi-Residential, Subdivision, or Commercial Facility?

---

Water Meter Size Requested: \_\_\_\_\_

Sewer Lateral Size Requested: \_\_\_\_\_

## **COMPLETE THE FOLLOWING FOR NON-RESIDENTIAL AND MULTI-RESIDENTIAL SERVICES**

Domestic Flow Required? \*\* \_\_\_\_\_GPM

\*\* (Attach completed "Sizing Water Service Lines and Meters" Form AND "Non-Residential Sanitary Sewer Checklist", blank forms available on website under "Engineers" section)

Is Building to be Sprinkled? YES / NO

Minimum Fire Flow Required? \_\_\_\_\_GPM

Return to Jamie Morris; Phone: 540-853-1588; Fax: 540-853-1017

Postal Mail: 2012 S. Jefferson Street, Suite 200, Roanoke, VA 24014

[jamie.morris@westernvawater.org](mailto:jamie.morris@westernvawater.org); [www.westernvawater.org](http://www.westernvawater.org)

Rev. 12/09/04

## WVWA Sizing Water Service Lines and Meters

Development: \_\_\_\_\_

Type of  
Occupancy: \_\_\_\_\_

<u>Plumbing Fixture</u>	<u>No. of Fixtures</u>
Bathtub	_____
Bedpad Washers	_____
Combination Sink & Tray	_____
Dental Unit	_____
Dental Lavatory	_____
Drinking Fountain - Cooler	_____
Drinking Fountain - Public	_____
Sink                      1/2" Connection	_____
3/4" Connection	_____
Lavatory                3/8" Connection	_____
1/2" Connection	_____
Laundry Tray          1/2" Connection	_____
3/4" Connection	_____
Shower Head (Shower only)	_____
Urinal -                Pedestal Flush Valve	_____
Wall Flush Valve	_____
Trough ( 2 foot unit)	_____
Wash Sink ( each set of faucets)	_____
Water Closet	_____
-                        Flush Valve	_____
Tank Type	_____
Dishwasher -          1/2" connection	_____
3/4" connection	_____
Washing Machine -   1/2" connection	_____
3/4" connection	_____
1" connection	_____
Hose Connection (Wash Down) -	_____
1/2"	_____
3/4"	_____
Hose (50 foot Wash Down)	_____
1/2"	_____
5/8"	_____
3/4"	_____



# WESTERN VIRGINIA WATER AUTHORITY

## Preliminary Pretreatment Wastewater Survey Form

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Telephone Number: \_\_\_\_\_ Facility FAX Number: \_\_\_\_\_

Type of Industry, Manufacture, Trade or Business: \_\_\_\_\_

Products Produced: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

General description of the industrial activities and/or plant processes at this site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Current Federal Standard Industrial Classification Code (S.I.C.): \_\_\_\_\_

Does the facility discharge any water from parts washing operations, contact cooling, oil/water separators, or any other type of wastewater other than from restrooms? If so, describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*"Industrial Waste" means liquid or other wastes resulting from any process of industry, manufacturing, trade, or business, or from the development of any natural resource.*

*"Other Waste" means decayed wood, sawdust, shavings, bark, limes, garbage, refuse, ashes, offal's, tar, oil, chemicals, and all other substances, except industrial waste and sewage, which may cause pollution in any waters.*

1. Does this facility discharge industrial waste or other waste to the sanitary sewer?

☐ Yes ☐ No

2. Is the discharge from industrial waste or other waste continuous or batch? \_\_\_\_\_

3. Does this facility use any type of chemical mixed with water that is discharged to the sanitary sewer?

☐ Yes ☐ No

4. What is the total discharge to the sanitary sewer? \_\_\_\_\_ gallons per day (gpd)

5. What is the total industrial or other waste discharge to the sanitary sewer? \_\_\_\_\_ gallons per day (gpd).

6. Are any chemicals stored in quantities of 55 gallons or more?

☐ Yes ☐ No

7. Does this facility use any well water or other water source other than the public water supply?

☐ Yes ☐ No

8. Are any outside drains connected to the sanitary sewer?

☐ Yes ☐ No

9. Does your facility discharge storm water to the sanitary sewer?

☐ Yes ☐ No

If your facility employs or will be employing processes in any of the industrial categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), place a check beside the category of business activity (check all that apply)

**Industrial Categories\***

- |   |   |
|---|---|
| <input type="checkbox"/> Aluminum Forming                                 | <input type="checkbox"/> Metal Powders                                  |
| <input type="checkbox"/> Asbestos Manufacturing                           | <input type="checkbox"/> Mineral Mining and Processing                  |
| <input type="checkbox"/> Battery Manufacturing                            | <input type="checkbox"/> Nonferrous Metals Forming                      |
| <input type="checkbox"/> Can Making                                       | <input type="checkbox"/> Nonferrous Metal Manufacturing                 |
| <input type="checkbox"/> Carbon Black                                     | <input type="checkbox"/> Oil & Gas Extraction                           |
| <input type="checkbox"/> Cement Manufacturing                             | <input type="checkbox"/> Ore Mining & Dressing                          |
| <input type="checkbox"/> Centralized Waste Treatment                      | <input type="checkbox"/> Organic Chemicals Manufacturing                |
| <input type="checkbox"/> Coal Mining                                      | <input type="checkbox"/> Paint and Ink Formulating                      |
| <input type="checkbox"/> Copper Forming                                   | <input type="checkbox"/> Pesticides Manufacturing                       |
| <input type="checkbox"/> Dairy Products                                   | <input type="checkbox"/> Petroleum Refining                             |
| <input type="checkbox"/> Electric and Electronic Components Manufacturing | <input type="checkbox"/> Pharmaceutical                                 |
| <input type="checkbox"/> Electroplating                                   | <input type="checkbox"/> Phosphate Manufacturing                        |
| <input type="checkbox"/> Explosive Manufacturing                          | <input type="checkbox"/> Plastic Molding & Forming                      |
| <input type="checkbox"/> Feedlots   | <input type="checkbox"/> Plastics and Synthetic Materials Manufacturing |
| <input type="checkbox"/> Ferro-alloy Manufacturing                        | <input type="checkbox"/> Plastics Processing Manufacturing              |
| <input type="checkbox"/> Fertilizer Manufacturing                         | <input type="checkbox"/> Porcelain Enamel                               |
| <input type="checkbox"/> Foundries (Metal Molding and Casting)            | <input type="checkbox"/> Pulp, Paper, and Fiberboard Manufacturing      |
| <input type="checkbox"/> Glass Manufacturing                              | <input type="checkbox"/> Rubber   |
| <input type="checkbox"/> Grain Mills                                      | <input type="checkbox"/> Soap and Detergent Manufacturing               |
| <input type="checkbox"/> Gum and Wood Chemicals                           | <input type="checkbox"/> Steam Electric                                 |
| <input type="checkbox"/> Inorganic Chemicals                              | <input type="checkbox"/> Sugar Processing                               |
| <input type="checkbox"/> Iron and Steel                                   | <input type="checkbox"/> Textile Mills                                  |
| <input type="checkbox"/> Leather Tanning and Finishing                    | <input type="checkbox"/> Timber Products                                |
| <input type="checkbox"/> Meat Products                                    | <input type="checkbox"/> Transportation & Equipment Cleaning            |
| <input type="checkbox"/> Metal Finishing                                  | <input type="checkbox"/> Waste Combustors                               |
| <input type="checkbox"/> Metal Molding and Casting                        | <input type="checkbox"/> Other _____                                    |

\* A facility with processes inclusive in these business areas may be covered by Environmental Agency's (EPA) categorical pretreatment standards. These facilities are termed "categorical users."

\_\_\_\_\_  
Name of person completing this form.

\_\_\_\_\_  
Title of person completing this form.

I hereby certify that I have completed this form to the best of my knowledge.

\_\_\_\_\_  
Signature of person completing this form.

# WESTERN VIRGINIA WATER AND SEWER AVAILABILITY & CONNECTION FEES FOR 2007

Meter Size	Water Availability Fee	Water Connection Fee	Sewer Availability Fee	Sewer Connection Fee
5 /8"	\$2,400.00	\$1,500.00	\$2,000.00	\$1,500.00(4")
3 /4"	\$3,600.00	\$1,515.00	\$3,000.00	\$1,500.00(4")
1"	\$6,000.00	\$1,600.00	\$5,000.00	\$2,000.00(6")
1 ½"	\$12,000.00	\$2,300.00	\$10,000.00	\$2,000.00(6")
2"	\$19,200.00	\$2,500.00	\$16,000.00	\$2,000.00(6")
3"	\$36,000.00	\$3,960.00	\$30,000.00	At Cost (8")
4"	\$72,000.00	\$12,300.00	\$60,000.00	At Cost (8")
6"	\$144,000.00	\$14,010.00	\$120,000.00	At Cost (8")

Fire Line Size	Connection Fee
4 - inch	\$10,300.00
6 - inch	\$10,800.00
8 - inch	\$13,300.00
10 - inch	\$15,000.00
12- inch	Actual Cost

## **ROANOKE COUNTY FIRE AND RESCUE CHECKLIST**

For Fire Service requirements, refer to Article III, Chapter 9 of the Virginia Statewide Fire Prevention Code – Fire Prevention and Protection and the International Fire Code 2003 which includes the following:

- \_\_\_\_\_ Location of all fire lanes with details of curb marking and sign locations (§9.21 Subsection 8-15 Roanoke County Code.
- \_\_\_\_\_ Location of fire department connections (FDC) for fire protection systems such as sprinkler, standpipe, etc.
- \_\_\_\_\_ Location and type of any proposed hazardous materials storage areas, inside or outside.
- \_\_\_\_\_ Arrangement of water supply piping for fire protection, including the location of any backflow prevention devices.
- \_\_\_\_\_ Calculation of the fire flow required on site. When the calculated fire flow exceeds 1000 g.p.m. an approved computer generated flow test shall be submitted verifying that the needed fire flow (NFF) is available on site.
- \_\_\_\_\_ Location of any fencing, temporary or permanent, or any other potential obstruction to hydrants, fire department connections or fire lanes.
- \_\_\_\_\_ Buildings which will be equipped with an automatic fire sprinkler system shall have the following note added to the plans: “Approval of site plan does not include the design of the fire sprinkler system underground piping from backflow prevention device to one foot above finished floor level. Prior to installation, shop drawings and a separate permit application and must be submitted through the department of building inspections for review and approval.”
- \_\_\_\_\_ Fire hydrants are shown as required by the Roanoke County Fire Marshal and are to be installed according to Roanoke County Fire Marshal’s Office Fire Hydrant Placement Policy in accordance with the Statewide Fire Prevention Code 508.5.1.
- \_\_\_\_\_ Fire apparatus Access Road(s) are shown according to Roanoke County Fire Marshal’s Office Fire Hydrant Placement Policy in accordance with the Statewide Fire Prevention Code 503.1.
- \_\_\_\_\_ Show static pressure (psi) and fire flow (gpm) with 20 psi residual at proposed fire hydrant.

**ROANOKE COUNTY PLOT PLAN REQUIREMENTS**

Supplemental Spring, 2006

**ROANOKE COUNTY STORMWATER QUALITY REQUIREMENTS**

Supplemental Spring, 2006